



together we can make a difference

Marketing & Fundraising Coordinator – QLD

The McGrath Foundation is based on the North Shore in Sydney and we are looking for an outstanding Fundraising Coordinator in Brisbane to work a minimum of four (4) days per week and work remotely with our headquarters in Sydney. The ideal candidate will be a self-starter who can work both independently and as part of a team to achieve real results by developing and hosting successful events in the local community, not only raising invaluable funds but building an ever deeper relationship between the Foundation and the communities we work within. The key responsibilities include, but are not limited to:

- developing overall events strategy and events for QLD
- identifying, championing and executing appropriate fundraising opportunities
- developing relationships with potential and existing partners as well as Foundation Friends
- grow our reach into new markets e.g. Ipswich, Toowoomba, Caboolture and the Sunshine Coast
- managing event sponsorships and logistics
- developing appropriate promotion materials in line with events
- building and coordinating the ongoing activity of a working friends group for the State whilst identifying and building key relationships with potential Corporate Friends
- managing event costs to ensure budget targets are met
- working with key members of the team back in Sydney to ensure national relationships are being leveraged
- ensuring the consistency of all messages delivered to partners outside the Foundation
- ensuring all events uphold the Foundation's values

To join the McGrath Foundation family you will have:

- sound experience in event management and event coordination
- ability to drive, promote and secure events
- solid project planning and time management skills
- high level of attention to detail
- proactive and a self starter
- strong organisational skills
- strong stakeholder management skills
- experience with communications and media channels
- excellent interpersonal and communications skills

Most importantly you are enthusiastic and enjoy working as part of a team who truly believe in and strive to live the following values: passion, fun, friendship, integrity, respect, innovation and mutual benefits.



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Salary will be commensurate with experience and will be agreed with the successful applicant.

If you would like to apply for this position, please email a cover letter and CV to jane@mcgrathfoundation.com.au.